

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)  
FROM : Chief, Orientation and Briefing Division  
SUBJECT: Report for Week 12 March - 18 March 1953

DATE: 19 March 1953

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 40 NO CHANGE  
IN CLASS/ ~~DECLASS~~/ CLASS CHANGED TO: TS S C RET. JUST. 22  
NEXT REV DATE 89 REV DATE 5 Nov 79 REVIEWED \_\_\_\_\_ TYPE DOC. 02  
NO. PGS 2 CREATION DATE \_\_\_\_\_ ORG COMP 11 OPI 11 ORG CLASS C  
REV CLASS C REV COORD. \_\_\_\_\_ AUTH: \_\_\_\_\_

## I. INDOCTRINATION

1. On Monday, 16 March, 66 new persons attended the Indoctrination Program.
2. This audience, divided almost equally between men and women (32 men, 34 women), was a welcome contrast to what we had here the previous week. Sharp questions were asked and keen interest displayed in the program.
3. As part of his program of training,   attended the Indoctrination Program.

## II. ORIENTATION

1. We have begun a project which will be continuous and should yield many fruitful results for many training needs. We have made an evaluation of the content of past Orientation courses and have already assigned priority for taking the material off the tape. As this work is completed, the products will be turned over to the Plans and Policy Staff for any such appropriate action they may wish to take.
2. We await the reactions of the Director of Training to the recommendations made regarding the Ninth Orientation Course. As on all previous occasions, we will be guided by his approvals of our recommendations.
3. Colonel Penn of the Joint Intelligence Group of the Joint Chiefs of Staff stated that his organization felt the bibliography contained at the end of our Ninth Orientation Course printed program was the best of its type for his purposes. He sought permission to extract the bibliography and use it as his own, showing no reference whatsoever to this Agency. Since all of the books listed are completely overt, we were able to accede to his wishes immediately.

## III. SPECIAL

1. We have previously reported that, at the request of the Personnel Office and in the interest of OCI, we have made tape recordings of speeches made by   who is being considered for a key position in the Agency. Two persons from OCI came to listen to part of the recordings and sought the evaluation of the Chief, Orientation and Briefing Division, on the speeches.
2.   Special Assistant to the DCI, called to indicate that a request had been received from the Counter Intelligence Corps, Fort Holabird, Baltimore, Maryland, to address the Advanced Officers Class on the

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25 YEAR RE-REVIEW

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25X1  
27th of May. [ ] 25X1 indicated that the request received the "blessing" of the DCI. A letter on the subject has already been prepared for the signature of the Director of Training.

25X1  
3. [ ] Chief, Clerical Training Branch, sent a written invitation to have the Chief of the Orientation and Briefing Division come to any part or the whole of the Clerical Orientation Program. I thanked her for her invitation and told her that my only purpose would be to watch out for what the Director of Training has spoken about on so many occasions, namely, duplication in programs conducted by OTR. I suggested, therefore, that whenever she made a tape recording of the items, we would be very glad to listen to the tapes and in that way make our suggestions to her. She concurred in the suggestion.

25X1  
4. The probable date for the presentation at Fordham is Friday, April 10. When the time is definitely established, [ ] OTR, and the Personnel Office will be notified, plus the Contact Division of OO, which had expressed a wish in the past to know about such items as this.

5. On Wednesday afternoon, 18 March, met with several members of OTR at the Recreation and Service Building to assist in the dry-run briefing of General Cabell.

25X1  
6. Talked to [ ] who handles personnel matters for OTR, to initiate the necessary papers for the transfer of [ ] from OSI to OTR. We are looking forward to [ ] being with us next week, and if final arrangements can be effected, I will bring him to the staff meeting on Thursday, 26 March. 25X1

SM/jet

lcc: Chief, Plans and Policy Staff, OTR

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